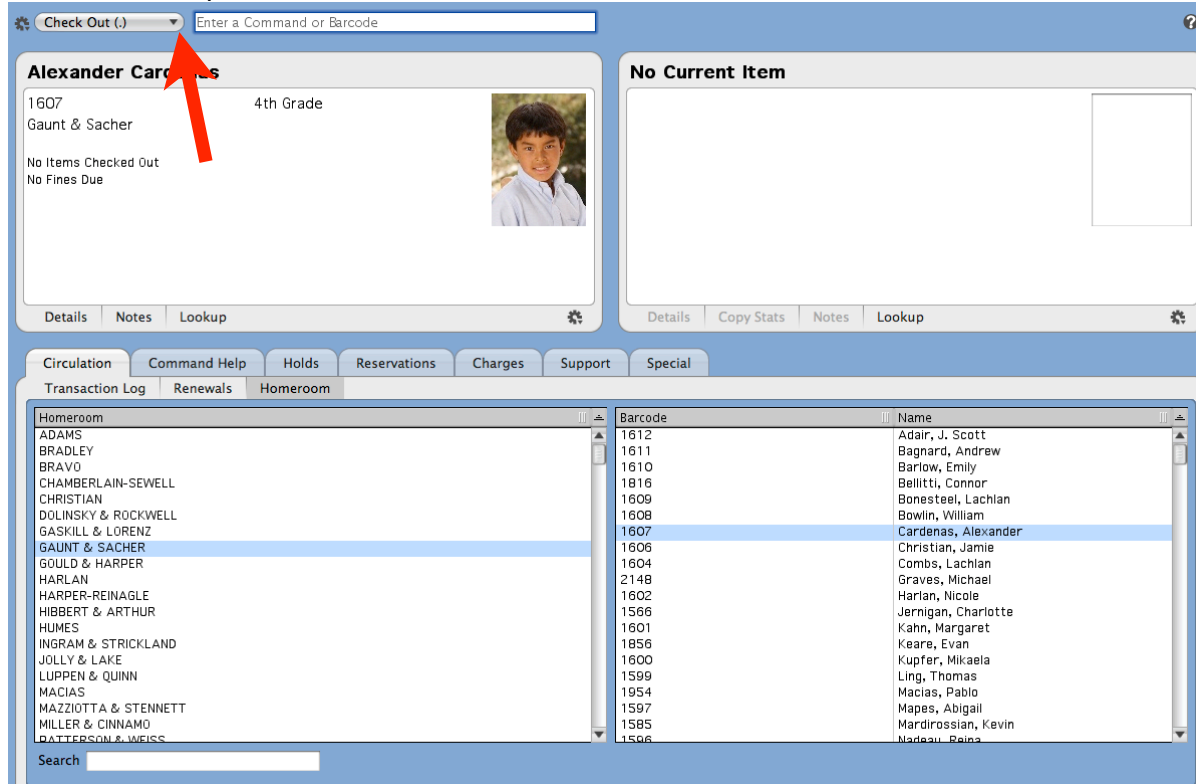


Check Out Procedures

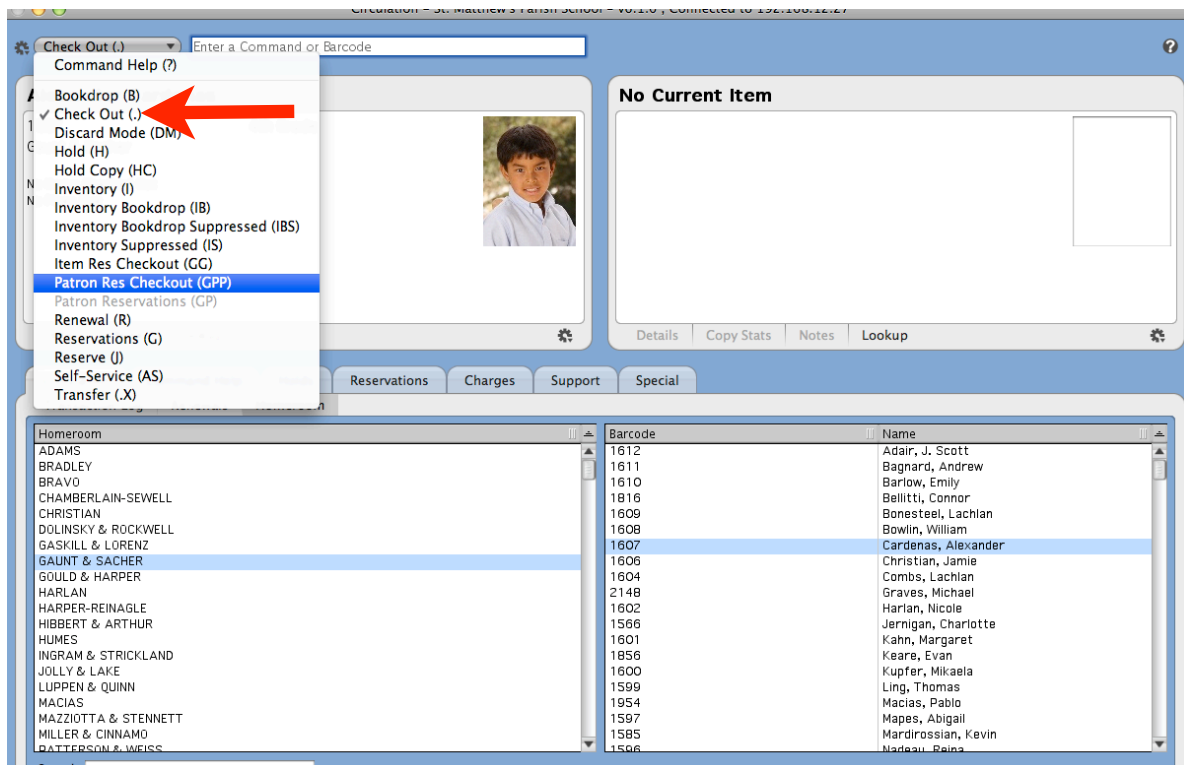
To Check Out Books:

“Wake” up computer at circulation desk.

Make sure computer is in “check out” mode.



If not, click drop down arrow and select “check out”.



Click “Homeroom” tab. Select homeroom teacher(s). Double click student name in right-hand column. Make sure the correct picture is showing in the top left window.

The screenshot shows the library system interface. At the top, there is a search bar with the text "Check Out (.)" and "Enter a Command or Barcode". Below this, there are two main panels. The left panel displays information for "Alexander Cardenas", including his ID "1607", grade "4th Grade", and a photo. The right panel displays information for the item "The elements : a visual exploration of every known atom in the universe", including its barcode "119426", call number "546 GRA", and status "Checked out". Below these panels is a navigation bar with tabs: "Circulation", "Command Help", "Finds", "Reservations", "Charges", "Support", and "Special". The "Finds" tab is selected, and within it, the "Homeroom" sub-tab is active. A table lists homeroom teachers with columns for "Barcode" and "Name". The student "Cardenas, Alexander" is highlighted in the table, and a red arrow points to his name. Below the table is a search bar.

Once you have the correct student loaded, scan the **St. Matthew’s barcode** on the back of the book. The item the student is checking out will show up in the top right hand window and it will show as **checked out**.

The screenshot shows the library system interface. The left panel displays information for "Alexander Cardenas", including his ID "1607", grade "4th Grade", and a photo. The right panel displays information for the item "The elements : a visual exploration of every known atom in the universe", including its barcode "119426", call number "546 GRA", and status "Checked out". A red arrow points to the status "Checked out". Below the panels, there is a search bar.

To See What Students Have Checked Out


Load patron as per directions above. Click "Details" tab in bottom left side of student window. A window will open that shows what the student has checked out.


Alexander Cardenas

1607
Gaunt & Sacher

4th Grade

1 Item. 0 Overdue
No Fines Due






Details

Notes

Lookup



Patron Details: **Cardenas, Alexander** (1607)

St. Matthew's Parish School
Jul 20, 2010 @ 2:30 pm



1607

Loaned Items

<u>Call#</u>	<u>Barcode</u>	<u>SP</u>	<u>Title</u>	<u>Check Out Date/ Due Date</u>
546 GRA	119426		The elements Replacement Cost: \$32.00	Jul 20, 2010/ Aug 3, 2010
Total Replacement Cost: \$32.00				

[Patron History](#)

Patron Info

Library Card Expires on: Jan 1, 2040
Patron Status: Active

Homeroom: Gaunt & Sacher

To close detail window, click the red circle in the upper left corner of the window.